



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-ZB

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MEMORANDUM FOR

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SUBJECT: Standard Operating Procedures for Fuel Facility Management

1. References:

- a. DoD Manual 4140.25M, DoD Manual of Bulk Petroleum Products, Natural Gas, and Coal, 22 Jun 94.
- b. Field Manual 10-67-1, Concepts and Equipment of Petroleum Operations, 2 Apr 98.
- c. MIL Handbook 1022A, Petroleum Fuel Facilities, 1 Nov 99.
- d. Operational and Maintenance Support Information Manuals, Sep 01.
- e. Defense Energy Support Center, Memorandum, Routine Reporting of Fuel Spills to Defense Energy Support Center (DESC-FQ), 12 Aug 03.
- f. MIL-STD-3004A, Department of Defense Standard Practice-Quality Surveillance for Fuels, Lubricants, and Related Products, 5 Nov 03.
- g. AR 710-2, Supply Policy Below the National Level, 8 Jul 05.
- h. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
- i. Installation Management Agency Europe Fuel Facility Management Standard Operating Procedures, 1 Apr 05.
- j. Installation Management Agency Europe Operating and Management Guide for Garrison Capitalized Fixed Fuel Facilities, Draft 15 Nov 05.

2. General. The United States Army Garrison (USAG) Hessen Directorate of Logistics (DOL) Fuel Facility Management SOP provides guidance and procedures in fuel facility management and related petroleum product management. This SOP is meant to support the IMA-EURO Fuel Facility Management SOP and governing regulations for Army owned fuel facilities holding

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non-capitalized fuel and Army owned fuel facilities holding capitalized fuel referred to as Defense Fuel Support Points (DFSP).

3. Responsibilities:

a. USAG Hessen DOL Senior Fuel Facility Manager Responsibilities.

- (1) Maintains oversight of the fuel program within USAG Hessen.
- (2) Ensures eligible responsible officers are appointed in writing by each Garrison.
- (3) Disseminates and enforces guidance and requirements directed by IMA-EURO, Department of Defense and Department of the Army.
- (4) Establishes and maintains an inspection program to ensure proper management, maintenance, and upkeep of assigned fuel facilities.
- (5) Facilitates and assists in the coordination of fuel key requests.
- (6) Establishes training requirements and assists in scheduling annual training sessions for all Garrison Directorate of Logistics fuel employees.
- (7) Ensures all facilities are maintained and are operating in compliance with local and Federal environmental requirements and standards.
- (8) Conducts semi-annual fuel facility site visits.
- (9) Is the primary point of contact (POC) for all fuel related issues within USAG Hessen.

b. Garrison Fuel Facility Manager Responsibilities.

- (1) Performs periodic operator maintenance (daily, weekly, monthly, and annual requirements as prescribed in ref j.).
- (2) Reports all mechanical problems and environmental concerns (e.g. fuels spills) to the Garrison fuel facility responsible officer.
- (3) Escorts and supervises contractors providing maintenance and inspections.
- (4) Escorts fuel delivery vehicles on and off the installation and conducts all required tank gauging to include gauging before and after fuel deliveries.

(5) Submits nozzle samples and Army Petroleum Institute readings to the Defense Energy Support Center Europe Petroleum Laboratory in Kaiserslautern.

(6) Completes manual issues and documents them on DA Form 3643 (Daily Issues of Petroleum Products).

c. Garrison Fuel Facility Responsible Officer Responsibilities.

(1) Maintains oversight of fuel management in the assigned DFSP Garrison area of responsibility (AOR).

(2) Keeps ref. a-j above on hand at all times for guidance.

(3) Ensures:

(a) All fuel key requests are processed and issued for customers directly assigned.

(b) Periodic operator maintenance is performed (daily, weekly, monthly, and annual requirements as prescribed in ref j.).

(c) Delegate is appointed to coordinate all repairs at each fuel facility assigned.

(d) All required scheduled maintenance beyond the operator level takes place; refer to the Maintenance, Repair, and Environmental Program section below.

(4) Fuel is ordered for all fuel facilities in the designated AOR, escort of fuel deliveries occurs, and that all required tank gauging is performed.

(a) Nozzle samples and API readings are submitted to the Defense Energy Support Center Europe Petroleum Laboratory in Kaiserslautern.

(b) Fuel facilities are operating in compliance with local and Federal environmental requirements and standards.

(c) Garrison fuel employees assigned are properly trained.

(d) Supervision and an authorized escort for contractors performing maintenance inspections and repairs.

(e) Facility inspections are conducted to identify any mechanical or environmental problems.

(f) Monthly fuel key purchases are monitored through use of the Fuels Automated System Enterprise Server.

(g) All mechanical problems and environmental concerns (e.g. fuels spills) are immediately reported to the appropriate Directorate of Public Works (DPW) POC, DOL, and the Defense Energy Support Center Program Manager. Refer to ref e. for more guidance.

(h) The Defense Logistics Agency (DLA) 1884 Report is reported on time.

(i) Accountable records/reports are maintained.

(j) Receipts, issues, transfers, losses, adjustments, and physical inventories are properly documented and reported on time in Defense Fuel Automated Management System (DFAMS) in accordance with (IAW) volume V, appendix B of ref a.

(k) Manual issues are completed, documented, consolidated, maintained, and validated through the use of DA Form 3643s (Daily Issues of Petroleum Products).

(l) All manual and automated records are properly maintained and validated with the 200th Theater Distribution Brigade Petroleum Management Division monthly.

(m) Investigation/research of operating-storage discrepancies and ensures initiation/certification of DD Form 1348-8 (Inventory Accounting Document) and DD Form 200 (Financial Liability Investigation of Property Loss), if needed, within 14 days after detection of gain or loss IAW ref a., Volume II, Chapter 10, subsections C.2. and C.3. and document in transit discrepancies with Standard Form 361 (Transportation Discrepancy Report)

4. USAG Hessen Fuel Facility Management

a. Overview.

(1) Management of USAG Hessen fuel facilities is focused on providing bulk and retail pump fixed facility fuel support to authorized customers in the perspective Garrison AOR.

(2) Fuel facilities that are capitalized DFSP sites are still Army property. Each Garrison is still responsible for all maintenance, repair, environmental compliance and construction planning and management. As a DFSP facility a Garrison can apply to receive funding for most of the requirements to maintain and repair their fuel facilities. The Organization still must fund costs for every day maintenance and upkeep required to keep the pumps, tanks, and other areas of the facilities functioning properly.

b. Spill Reporting.

(1) Spill reporting procedures will be conducted IAW the Garrison Spill Prevention and Cleanup Plan. As a supplement, all responsible officers and fuel managers should refer to their fuel facilities Operational and Maintenance Support Information (OMSI) manual IAW ref d.

(2) Refer to ref i and the DPW environmental office for more guidance.

c. API Readings and Nozzle Sampling Requirements.

(1) A nozzle sample, for applicable sites, and an API reading for tank quality must be performed after receipt of fuel for fuel facilities other than those with rail tank cars and both after loading and before discharge for rail tank cars IAW ref b. and ref f., Table IX and XII.

(2) All fuel samples will be retained for two months for reference purposes.

(3) The required testing is a quick, simple, partial analysis for verification of product quality.

(4) The Defense Energy Support Center Europe Petroleum Laboratory is located in Kaiserslautern Rhine Ordinance Barracks (POC: SFC Villosa; DSN 493-2287).

d. Assigning Fuel Facility Managers. The Garrison DOL must assign a fuel facility manager to ensure facilities are properly maintained. The fuel facility manager must be properly trained and is required to utilize ref d. on-site for each facility. See responsibilities above for the general duties of the Fuel Facility Manager.

e. Assigning Responsible Officers.

(1) Capitalized Fuel Facilities. IAW ref a., Volume II, Chapter 10, par B.2, Garrison Commanders with fuel facilities in custody of DLA-owned fuel shall appoint US Government employees (military or civilian) proficient in fuel discipline/management functions as the responsible officers for care and safekeeping of Government petroleum, oils and lubricants property IAW ref a.

(2) Foreign National Appointments. Civilian employees may include foreign national employees of the US Army, in overseas areas when no military or US DoD civilian employees are assigned, and when approved by the MACOM or the command two levels above the organization for which the accountable officer/ responsible officer is appointed IAW ref h., par 2-10. The memorandum appointing such officers is filed at their unit and a copy is provided to the IMA-EURO Logistics Division. The appointing office will promptly advise the IMA-EURO Logistics Division of the name, rank/grade, and phone number of the person appointed and the DFSPs assigned to that person for exercising duties outlined in ref a., Volume II, Chapter 10, par C.3.b. and C.3.c. Appointment and assignment of a responsible officer may terminate only when another such officer is appointed and assigned to the DFSPs.

(3) Fuel Facility responsible officers will perform accountable officer duties IAW ref i. par 7b, page 6.

f. Accountability Procedures/Gauging Requirements

(1) Gauging Requirements:

(a) Manual dip readings/gauging must take place before and after receipt of fuel deliveries and must be checked against, if automated, the Automated Tank Gauging reading. (ref g., par 2-37h (3), (4) and (ref b., Ch. 3-13)

(b) Mandatory dip readings/gauging of all Automated Tank Gauging monitored tanks must take place monthly to verify the accuracy and integrity of the automated system. Refer to ref g., par 2-37h (3), (4).

(c) When a bulk fuel storage tank, without Automated Tank Gauging, has either an issue or receipt, that tank will be physically inventoried or gauged that day and reconciled to compare physical inventory data against daily issues and receipts. All other tanks will be gauged weekly. In addition to the daily and weekly inventories, a monthly physical inventory of all bulk petroleum products will be performed for each type and grade of product. Refer to ref g., 2-37h (3), (4).

(d) All dip readings/gauging amounts and discrepancies are to be reported to 200th Theater Distribution Brigade Petroleum Management Division.

(e) Refer to ref i. for further guidance on accountability procedures.

(2) Fuel Accountability:

(a) Responsible officers will access Fuels Automated System Enterprise Server to investigate/research operating-storage discrepancies monthly. The website address is as follows: <https://www.feshub.desc.dla.mil/eHub/login.htm>.

(b) Login and access to the website can be obtained by completing the system automated access request form (DD Form 2875) and submitting it to 200th Theater Distribution Brigade Petroleum Management Division. Contact Ms. Irene Maschke at 469-7884 for more detailed guidance and instructions. Refer to ref i. for more details on fuel accountability procedures.

(c) Each Garrison is required to keep investigative/research operating-storage discrepancies records on file.

g. DFSP Facility Funding

(1) Definitions:

(a) Capitalized. Fuel facilities in which the fuel stored within is Defense Energy Support Center owned and all projects and repairs associated with the sites daily, weekly, monthly, semi-annual and annual operations is directly funded through DLA/Defense Energy Support Center.

(b) Non-capitalized. Fuel facilities in which the fuel stored in it is Army owned and all projects and repairs associated with the sites daily, weekly, monthly, semi-annual and annual operations is directly funded through organizational funding.

(2) Operating costs of Government owned Government operated DFSPs in support of the DLA fuel program (capitalized fuel facilities) are not funded.

h. Maintenance, Repair, and Environmental Program

(1) Emergency repairs. Coordinate emergency repairs through the Defense Energy Support Center Emergency Repair Coordinator, Grace Moreno, at 336-2493 (Fax: 336-2458) or email at grace.a.moreno@nau02.usace.army.mil.

(a) Responsible officers and/or his/her designated and approved alternate are the only individuals authorized to initiate an emergency repair service call.

(b) These repairs must be initiated with the appropriate Defense Energy Support Center Europe Capitalized Facilities Emergency Work Request Form, contact Grace Moreno for forms, and are authorized without approval if less than or equal to €2,009.70 (\$2,871.00) or 40 hours. If in excess of this amount, but not exceeding €4,000.00, the repair can be authorized at the IMA-EURO Logistics Division level. If the repair is in excess of €4,000.00 it will require an individual job order and approval at the Defense Energy Support Center level.

(c) Emergency repairs are not recurrent, periodic, or scheduled work to preserve a facility.

(d) Emergency repair service calls are performed by the Defense Energy Support Center contractor 24 hours/day, 7 days/week. The contractor shall respond to an emergency service call within 12-hours of notification by the Contracting Officer's Representative (COR) and the repair shall be completed within 72-hours, unless authorization is obtained from the COR (e.g. waiting on parts).

(2) Minor repairs. Generally identified by the Defense Energy Support Center contractor during the regularly scheduled maintenance or emergency visit. This type of repair occurs when restoring property to such a condition that it may be effectively used for its designated purpose by overhaul, reprocessing, or replacement of parts or materials that make up the unit and have deteriorated by action of the elements, or usage, and have not been corrected through maintenance. Coordinate minor repairs through the Defense Energy Support Center Emergency Repair Coordinator, Grace Moreno, at 336-2493 (Fax: 336-2458) or email at grace.a.moreno@nau02.usace.army.mil.

(3) Preventative (recurring) maintenance. Performed on a quarterly, semi-annual, and annual basis by a Defense Energy Support Center contractor. During these regularly scheduled periodic/preventative maintenance visits, the contractor will only be required to perform "minor repairs" such as replacing a defective valve, meter, gasket, filter, elements, etc. Any task beyond the definition of repair in ref a. or that may require design will be labeled as an engineering project.

(4) Organizational maintenance. Performed at the organizational level by the responsible officer and the DPW. At this level the organization is responsible for greasing valves, gaskets, cleaning/maintaining equipment, and grounds maintenance.

(5) For more information on Maintenance, Repair, and Environmental Program requirements refer to ref i.

i. Hazardous materials/safety/spill response requirements. Safety equipment, materials, supplies required at each fuel facility:

(1) Betriebsanweisungen (Operating Instructions) – Must be clearly posted outside of each DFSP in both English and German (These are nothing more than a simplified version of the MSDS).

(2) Spill Plans – Required at each fuel facility and can be obtained from the environmental office.

(3) Red Plan – A portion of the spill plan that serves as an immediate action tool, for spills and emergencies, to get the correct response initiated at the earliest possible time. The plan must be visibly posted at each fuel facility for operator access.

(4) Signs (e.g. no smoking within 50 feet/15 meters.)

(5) Dry sweep.

(6) Spill kits.

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(7) Fire extinguishers (properly secured/installed and current certification/inspection).

(8) Labeling of pumps with stickers and/or appropriate signs (e.g. no smoking, no cell phones, and no matches).

(9) Fuel facility responsible officer and fuel manager contact information (e.g. responsible officer name/phone number, fuel manager name/phone number, etc.).

(10) For additional requirements contact the appropriate Garrison safety and environmental offices.

j. Requisitioning and Receipt of Fuel

(1) Motor gasoline (MOGAS)/super-unleaded or jet propellant-8 (JP-8). Determine reorder point; upon reaching the reorder point, submit order to 200th Theater Distribution Brigade Petroleum Management Division via fax for review and approval; 200th Theater Distribution Brigade Petroleum Management Division confirms receipt by completing the bottom of the ordering form and specifying a delivery date for fuel and returns copy to the requesting Garrison; on delivery date the requesting Garrison responsible officer must provide an available and authorized POC for signing in and escorting the driver on and off the installation (see gauging requirements above and refer to ref b. for more detailed information on requisitioning and receipt procedures).

(2) Refer to 200th Theater Distribution Brigade Petroleum Management Division for proper MOGAS and JP-8 requisitioning forms.

k. Fuel Key Requests

(1) DFSP Fuel site issues are accomplished through the use of an electronic fuel key, more commonly referred to as a master fuel key and a utility fuel key, assigned to each authorized piece of equipment.

(2) All Garrison appropriated fund electronic fuel keys are controlled and requisitioned by the responsible officer.

(3) Responsible officers will make all fuel key requests directly to the IMA-EURO Logistics Division POC and will carbon copy all requests to the USAG Hessen DOL senior fuel facility manager.

l. Operating Manuals. All Garrison DFSP fuel facilities will have a physical copy of their Garrison fuel facility's OMSI manual (ref d.) on site. This manual is to be used as a general source for guidance on operating each fuel facility (e.g. spill reporting and maintenance.)

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5. Training. Safety, environmental and fire response training is required for all employees operating fuel facilities within each garrison. Each responsible officer should contact their perspective training offices and arrange training for themselves and their personnel. Minimum areas of training that need to be addressed are: spill response; safety, health, and cardiovascular pulmonary resuscitation; hazardous communications training; spill drills; environmental compliance officer course; fuel handlers course; fire extinguishers handler course.

6. Inspections and Site Visit

a. Staff assistance visits (SAV)/Command Inspection Program visits will be conducted annually. Refer to the Fuel Facility portion of the USAG Hessen DOL command inspection program checklist for more information.

b. In addition to the SAV and command inspection program visits, the USAG Hessen DPW fuel facility POC and the USAG Hessen DOL senior fuel facility manager will make arrangements to visit each fuel site semi-annually.

7. MR&E Data Call and Mandatory Meetings.

a. An MR&E Data Call will be held each year by IMA-EURO. During this data call each Garrison is required to submit their future anticipated construction/repair requirements.

b. To complete the maintenance, repair, and environmental data call each garrison responsible officer will be required to submit a DA Form 4283 (Facilities Engineering Work Request), signed by the responsible officer and the Garrison DPW, along with a valid and accurate DD Form 1391 (Military Construction Project Data Form) in the format specified by the Defense Energy Support Center Program Manager (POC: Amy Baker at 336-2443 or email at Amy.J.Baker@nau02.usace.army.mil).

c. A Line Item Review (LIR) meeting will be held quarterly by IMA-EURO in conjunction with Defense Energy Support Center. All garrison responsible officer or their designated representatives will attend the LIRs. Each responsible officer/representative must come prepared to speak on the status and condition of each of the fuel facilities within their garrison.

8. The POC is James Leinberger at DSN 322-8402, CIV 06181-88-8402,
E-Mail: james.leinberger@104asg.army.mil.


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